

VISITING RULES – INDIANA OFFENDERS
NEW CASTLE CORRECTIONAL FACILITY
P.O. Box E, 1000 Van Nuys Road, New Castle, IN 47362 Telephone: (765) 593-0111
Warden Keith Butts
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The New Castle Correctional Facility encourages visiting. Staff recognizes that through visitation, offenders are able to continue contacts with their family and friends that will aid them while they are here and will prove indispensable to them after they are released. Although the facility encourages visitation, security and the physical layout make it necessary to establish the following regulations:

1. ALL VISITORS REGARDLESS OF AGE MUST BE ON AN APPROVED VISITING LIST INCLUDING INFANTS. THIS LIST IS ESTABLISHED BY THE OFFENDER THROUGH THE FACILITY. Offenders will not be forced to accept a visit and will be visited only by those persons listed on the approved visiting list.
2. All visitors aged sixteen (16) and over will be required to produce positive picture identification before entry into the visiting area. Exceptions to this requirement may be granted only by the Facility Head or designee. Visitors under the age of eighteen (18) must be accompanied by a parent or legal guardian at all times while on the facility grounds. Parents must provide a copy of birth certificate, and legal guardians must provide legal papers showing guardianship of all minors. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon a request from the offender, the Facility Head may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Facility Head may approve another responsible adult to accompany the child during a visit. The minor child's parent or legal guardian must sign and have notarized State Form #48965, "Authorization for Minor Child to Visit", prior to actual visit. All visitors 12 and older must have their hand stamped. Children 11 and under will have their elbow stamped.
3. Ex-offenders are not permitted to visit unless they are related as immediate family. To obtain approval, the ex-offender must write the Facility Head requesting to visit and list the person(s) they wish to visit. Persons on parole or probation must include a written recommendation from their Probation or Parole Officer to the Facility Head. Ex-employees of the Department of Correction and current Department of Correction employees must have written approval from the Facility Head and the Commissioner before they may visit an offender.
4. The visiting schedule is on a two (2) week cycle. The same visitor may visit every two (2) weeks unless approved for additional visits by the Unit Manager or higher authority. Offenders may have two separate visits per day, with one of the two visits being the offender's immediate family.
5. A maximum of three (3) adults, plus four (4) children six (6) years of age or younger that can be held on the lap, or a combination thereof will be permitted in any visiting situation. Children seven (7) years or older will have to occupy a seat as an adult. IDOC Policy no longer permits visitors to visit more than one offender per visit. Children too small to sit in a chair by themselves may sit on the offender or visitor's lap during the visit. A limit of two (2) visitors will be permitted to visit an offender that is currently under Non-Contact visiting restriction. If there are (2) adult visitors the 1 hour visit will be divided into half hour increments as only 1 adult visitor is allowed in the non-contact area at a time. If there is a minor child with an adult visitor the minor child is permitted to visit at the same time the adult visits.
6. Effective January 2015 visiting hours for General population and Annex offenders are from 8:30 A.M. to 3:00 P.M., six (6) days per week, Thursday-Tuesday. General population visits on M-T-T-F will no longer have a limit providing space is available, it is not a holiday, and there are no restroom breaks taken. The only exception is children under 8, or those with documented health issues. General Population offenders who are on **Non-Contact Visitation Restrictions** may have their visits limited to thirty (30) minutes depending on space available. General population and L-Unit offenders will only be allowed weekend visits every other weekend, based upon posted schedule and housing unit assignment. Visitation with offenders in the Annex is by Video Visitation (non-contact) and is for one (1) hour only. The extension in visiting hours for General Population does not affect Segregation, Mental Health, or the Annex visiting hours.

Segregation offenders will only be allowed non-contact visits, and only two visits per month. Visiting hours are from 9:00 A.M. to 2:00 P.M., on Tuesdays only. Offenders may visit for one (1) hour with no extended time or special visits.

Infirmary offenders, who are physically able, will visit in the Visiting Room and will have the same privileges as the General Population, unless specified by Medical Staff. Offenders declared by a physician as being unable to go to the Visiting Room will be able to have modified visits in the Infirmary Unit.
7. Minimum Housing offenders (NCA / L-Unit) offenders visiting hours are from 9:00 A.M. to 3:00 P.M., two (2) days per week, Saturday and Sunday, and will only be allowed weekend visits every other weekend, based upon posted schedule and housing unit assignment. Evening visitation will be allowed on Tuesday and Thursday evenings from 6:00 PM until 8:00 PM. The number of visitors at L Dorm is limited to 8 visitors at one time due to space constraints.
8. Mental Health has four levels of visitation. Visits may have certain restrictions based on the individual offender's treatment plans.
 - Level 1 will have non-contact visits from 9:00 A.M. to 2:00 P.M., on Thursdays only.
 - Level 2 will be secured in restraints, but will have contact visits from 9:00 A.M. to 11:00 A.M. on Wednesday's only or visits on Thursday as listed for level 1,
 - Level 3 will have unrestrained contact visits from 12:00 P.M. until 2:00 P.M., on Wednesday's only or visits on Thursday as listed for level 1.
 - Level 4 will have visits the same as general population, the only difference is they will be escorted unrestrained to and from the visitation room.
Note: All visitors on the approved Visiting List may visit the same offender once every fourteen (14) days. No visitors will be registered to visit the last 60 minutes (2:00 p.m. or later) of visiting hours.
9. All persons coming to the facility are expected to conduct themselves in a polite and orderly manner. Persons who are intoxicated or appear to be under the influence of drugs/alcohol will not be permitted to visit. They will be asked to leave State property or The Indiana State Police may be notified.
10. Brief Kissing and embracing between visitors is permitted at the beginning and end of the visit. Open mouth kissing shall not be permitted during visit at any time. If open mouth kissing should occur, visiting privileges will be terminated for any future visits. There shall be no kissing or embracing during the actual visit. Offenders may hold hands with their visitors during the visit above the table only. Offenders and visitors shall not touch any other area of each other's body.
11. Special visiting situations and extra visiting time may be granted with prior approval of the Facility Head or designee, via Unit Managers, Casework Managers, Supervisor of Classification, Assistant Superintendents, Shift Supervisors, or weekend or holiday Duty Officer.
12. It is requested that visitors refrain from wearing the same type of clothing worn by offenders, e.g., khaki colored pants, white T-shirt, khaki colored shirt, or light blue shirt.
13. All visitors shall be asked, "Do you have in your possession any firearms, weapons, knives, ammunition, narcotics, medication, controlled substance, alcoholic beverages, marijuana, tobacco products, cameras, video or audio recording equipment or electronic devices?" Additionally, all visitors are asked, "Are you, or have you ever been, an employee of the Department of Correction?"

14. Visitors, including their person, personal property, and vehicles, while on Department property are subject to search at any time. Visitors will be responsible for securing their vehicle and personal property such as cell phones and tobacco products in their vehicle.
15. Visitors may take a small amount of change (\$30.00 limit per adult visitor), wedding/engagement rings, one pair of pierced post earrings, handkerchief/Kleenex, medical I.D. bracelet/necklace, infant care items (one [1] receiving blanket, one [1] bottle, and one [1] pacifier), and the key to the visitor's locker into the Visiting Room. Nitro pills (small amount), oxygen tanks, canes, wheelchairs, crutches may be taken into the Visiting Room upon inspection by the Visiting Room Officer. Offenders are allowed to take into the Visiting Room one (1) handkerchief, wedding band, visiting pass, and facility I.D. card. **NO LIP BALM OR LIPSTICK WILL BE PERMITTED.**
16. Lockers will be provided for the visitor's personal effects. **Please bear in mind that substantial sums of money, or other valuables, should not be brought to the facility. The state of Indiana, Department of Correction, and the New Castle Correctional Facility, assume no responsibility or liability for any articles placed in lockers in the facility or secured in automobiles in the parking lot. Visitors enter the visiting area at their own risk. No personal effects will be held/secured for visitors at the information desk. Visitors MUST leave cell phones, lighters, smoking items, or any other restricted items secured in their vehicle.**
17. INDIANA STATUTES: A person who, without the prior authorization of the penal facility, knowingly or intentionally: (1) delivers, or carries into the penal facility with intent to deliver, an article to an offender of the facility, or (2) carries or receives with intent to carry out of the penal facility, an article(s) from an offender of the facility, commits trafficking with an offender, a Class A Misdemeanor. However, the offense is a Class D Felony if the article is a controlled substance or a deadly weapon (IC 35-44-3-9).
18. A person who commits a Class A Misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he/she may be fined not more than five (5) thousand dollars (\$5,000.00) IC-35-50-32-2. A person who commits a Class D Felony shall be imprisoned for a fixed term of two (2) years, with not more than two (2) years added for aggravating circumstances: in addition, he/she may be fined not more than ten (10) thousand (\$10,000.00) dollars, IC 35-50-2-7.
19. Visitors who violate the visitation rules/procedures may be denied visits to a particular offender, to a specified facility, or to all Department facilities.
20. All visitors must be appropriately attired when visiting. Listed below is the dress code for visiting:
 - a. Visitors may wear shorts; however, the shorts may not be more than two (2) inches above the knee.
 - b. Visitors wearing clothing with holes from fabric being tethered or torn this includes and is not limited to (Shorts, Skirts, Tops, Slacks/Jeans) will not be permitted to visit.
 - c. Visitors are not permitted to wear halter-tops or low-cut revealing tops, and shirts must have sleeves that cover the shoulder.
 - d. Undergarments (bra/underwear) must be worn.
 - e. Dress or skirt hemlines are not permitted if more than two (2) inches above the knees. Revealing slits or kick pleats exposing more than two (2) inches above the knees will be pinned.
 - f. Female visitors will be permitted to wear tube tops if covered by a blouse with sleeves worn over it. Sheer blouses are permitted if worn with a camisole. Females wearing a swimsuit or bodysuit as a top will be required to also wear a blouse with sleeves.
 - g. Head attire is permitted to be worn only if it is required as part of a religious practice or medically necessary. This item will be subject to being searched. Hoodies are not permitted.
 - h. Shoes must be worn; this includes children, with the exception of infants in arms.
 - i. Outer coats and coat sweaters will not be permitted in the visiting area. Sport coats, blazers, jogging jackets (if they are a part of a matching outfit) will be permitted. Light sweaters are permitted.
 - j. Spandex pants/shorts, lycra pants, or leggings are not permitted in the Visiting Room.
 - k. Any jeans/clothing with metal trim or logos that can not clear the metal detector will not be allowed in the Visiting Room.
 - l. The Superintendent or designee may deny a visit if the visitor's attire is considered inappropriate.
21. Seating arrangements will be designated by the Visiting Room Officer. Offenders and visitors are not permitted to wander from one visiting area or table to another.
22. Any visitor who leaves the visiting room area for any reason terminates his/her visit.
23. Vending machines are provided in the Visiting Room for your convenience. Food items will be purchased at the beginning of the visit. You will not share food items with the offender, (i.e. both eating from the same chip bag and drinking from the same soft drink can). All items purchased from the vending machine must be consumed during the visit. No vending machine items can be taken out of the visiting room. Offenders are not permitted to go to or use the vending machine. Children under 12 must be accompanied to the vending machine.
24. Visitors are responsible for the behavior and control of minor children. If minor children are a major disruption, visitors may be requested to leave the facility and the visit will be terminated.
25. If a visitor of offender is found to be trafficking, the evidence shall be turned over to the Indiana State Police with a recommendation that the matter be prosecuted to the fullest extent. **In addition, any visitor caught trafficking shall be permanently banned from visiting any offender in the Department of Correction and any Department facility.**
26. THE NEW CASTLE CORRECTIONAL FACILITY IS A TOBACCO FREE FACILITY. TOBACCO PRODUCTS AND PARAPHENALIA ARE NOT AUTHORIZED. Visitors caught using or smoking tobacco products on grounds will not be permitted to visit and asked to leave.
27. Any offender found to be engaging in trafficking or using or in possession of, a controlled substance shall have his visiting privileges restricted to "non-contact" visits only. The first offense, the "non-contact" visits shall be for a period of six (6) months; second offense – twelve (12) months; any further offenses – permanently.

During the influenza season, staff shall question the visitor about influenza or like illness prior to entering the facility to visit. All visitors must be asked specifically if they have had, within the previous seven (7) days, any of the following symptoms: Fever, Cough, Body Aches, Runny Nose, or Sore Throat. Visitors showing any signs of symptoms listed or verify they have had these symptoms in the previous seven (7) calendar days prior shall NOT BE PERMITTED TO ENTER THE FACILITY.